



CIVIL | WATER | ENVIRONMENT

WORKPLACE HEALTH AND SAFETY POLICY

MARCH 2024

PREPARED FOR
WMS Engineering



Details	
Title	Workplace Health and Safety Policy
Prepared for	WMS Engineering
Document Name	WHS_Policy.docx

Document Control				
Revision	Author	Reviewer	Approved for Issue	
			Name	Date
0	ARL	MBA	M. Balicki	22/11/2021
1	TLR	MBA	M. Balicki	19/03/2024

Revision Status	
Revision	Description
0	Final
1	Minor Revision - Updated Entity and Branding

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1 WORKPLACE HEALTH AND SAFETY POLICY

1.1 POLICY STATEMENT

WMS Engineering (WMS) recognises its obligation to take all reasonably practicable steps to safeguard the health and safety of all WMS employees, contractors, and visitors and to ensure the safety of all persons whose work is influenced or directed by its business.

This policy has been designed to enable WMS to meet its legislative obligations. It applies only to those workplaces and practices that WMS can control and over which it can be expected to have an influence.

1.2 INDUCTION, TRAINING AND SUPERVISION

Management will arrange induction for all new employees and contractors that will:

- Confirm that they are trained to competently perform the duties of their position;
- Identify any further training required so that they can safely perform their duties; and
- Instruct them in this policy and in all safe systems of work relevant to the safe performance of their duties and in all emergency action and evacuation plans.

Management will ensure that employees are provided with training, supervision and information where required for them to safely perform their duties.

1.3 DEVELOPMENT OF PROCEDURES

WMS is committed to developing and implementing safe systems of work that eliminate, minimise or reduce potential safety hazards as far as is reasonably practicable.

In doing so, WMS will:

- Identify relevant hazards in the workplace and in the performance of relevant duties;
- Consider the risk that each hazard poses and the likelihood of that risk occurring;
- Consider the seriousness of harm or damage if the risk occurred; and
- Consider and decide upon the appropriate remedial measure to eliminate, minimise or reduce the risk.

Where there is a relevant Code of Practice available, WMS will consider this relevant code of practice in developing remedial measures. WMS will also:

- Provide proper medical and first aid facilities; and
- Provide and maintain personal protective equipment.

1.4 CONSULTATION

WMS is committed to encouraging consultation and cooperation between management and employees on health and safety issues. In consulting with employees and contractors, WMS will:

- Share relevant information with employees and contractors;
- Give them a reasonable opportunity to express their views;
- Take those views into account when making decisions;
- Advise them of the decisions; and
- If developed and appointed, include any Health and Safety Representative in the process.

WMS will consult with all employees:

- In developing such systems; and
- On changes to work methods before those changes take place.

2 REPORTING AND INCIDENT NOTIFICATION

A 'notifiable incident' includes:

- The death of a person or serious injury or illness to a person (which includes an injury/illness that requires immediate hospital treatment and medical treatment within 48 hours of exposure to a harmful substance); or
- A 'dangerous incident', defined as an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety.

If a 'notifiable incident' occurs, WMS will:

- Notify the relevant authority immediately;
- Ensure, so far as is reasonably practicable, that the site is not disturbed until an inspector arrives at it; and
- Record the details of the incident with records to be kept as required by the relevant state or territory health and safety authority.

In the event of any injury, WMS will:

- Ensure the timely, effective, and safe return to work of people who have sustained a work-related injury or illness in accordance with WMS' Return to Work Policy; and
- Inform the relevant WorkCover authority of any claimable injury within 28 days of its occurrence.

2.1 DUTIES OF OFFICERS

All officers (including directors and secretaries) of WMS have a duty to exercise due diligence to ensure that WMS complies with its duties and obligations.

'Due diligence' includes acquiring and maintaining up-to-date knowledge of work health and safety matters, understanding how the business operates and the hazards associated with it, and ensuring that WMS has, and uses, adequate resources and processes to deal with health and safety matters (which includes training and information).

2.2 DUTIES OF EMPLOYEES

Employees and contractors must take reasonable care of their own safety at work and ensure that they do nothing to adversely affect the safety of others, including employees, customers/clients and visitors. This duty includes compliance with this policy, all procedures developed under it and any reasonable instructions or directions given by management. Employees have specific responsibilities and obligations to:

- Comply with instructions from their manager or supervisor on safety procedures;
- Perform their duties in a manner that preserves personal safety, the safety of other employees and contractors as well as members of the public;
- Use in a safe and responsible manner WMS equipment provided;
- Use and maintain as instructed any personal protective equipment provided;
- Report any hazards or hazardous situations immediately to management;
- Ensure that the consumption of alcohol or drugs is in accordance with WMS' Drugs and Alcohol Policy;
- Participate, in consultation with WMS, to maintain continuous improvements in workplace health and safety;
- Refrain from removing or interfering with any guarding or safety device; and
- Maintain the workplace in a safe and orderly manner.

2.3 RIGHT TO CEASE WORK OR REFUSE TO PERFORM IT

An employee or contractor may cease or refuse to carry out work if they have a reasonable concern that the work poses immediate or imminent exposure to a hazard and therefore a serious risk to health and safety. In some cases, management may direct employees to cease work until a risk or hazard has been addressed.

2.4 EMPLOYEE FAILURE TO COMPLY WITH DUTIES

If an employee or contractor is found to be in breach of the above responsibilities and obligations, that employee may be subject to WMS' Disciplinary Policy for appropriate action (which may include termination of employment).

2.5 DUTIES OF CONTRACTORS

Contractors are responsible for:

- The health and safety of their own employees or subcontractors;
- Obtaining, observing, and complying with this policy and all procedures of WMS; and
- Ensuring that other persons are not exposed to risks to their health and safety arising out of the conduct of the contractor's business or undertaking.

2.6 POLICY IMPLEMENTATION

This policy is to be implemented through the procedures and arrangements established by WMS. WMS also commits to reviewing and carrying out regular risk assessments on the workplace and upon all procedures. This policy will be reviewed each year in consultation with employees and contractors and kept up to date with new legislation and workplace changes.